

STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: January 31, 2005 - February 11, 2005

Collective Bargaining Identification: S01

Job Analysis Conducted By: Tamara Massey-Ferguson
Associate Personnel Analyst
Personnel Examining Section

Number of Incumbents: There are 6 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated February 7, 2005.

Names of the Subject Matter Expert(s) and their background:

Elbert Lawrence, Senior Programmer Analyst (Specialist), Information Systems Division

Mr. Lawrence currently works as a Senior Programmer Analyst (Specialist) with the Department of Corrections and has been in this position for 1 year and 3 months. He has experience supervising Staff Information Systems Analyst (Supervisor). Mr. Lawrence also has experience as a Data Processing Manager and a Systems Software Specialist I & II (Technical) and has been with the Department of Corrections for 1 year and 3 months.

Carol Arellano-Avansino, System Software Specialist II (Sup), Information Systems Div.

Ms. Arellano-Avansino currently works as a System Software Specialist II (Supervisor) with the Department of Corrections and was recently appointed to this position. She has experience supervising Staff Information Systems Analyst (Supervisor). Ms. Arellano-Avansino also has previous experience as a Senior Information Systems Analyst (Supervisor) and an Associate Information Systems Analyst (Supervisor) and has been with the Department of Corrections for over 14 years.

STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board job specification
- Duty Statements
- Consulting with Subject Matter Experts